



Committee Meeting Wednesday 12 October 2022

Present: Nicole Cadogan, Lauren Jukes, Janine Curtis, Dwight Graham, Nick Osborne (online), Donna Watts-Endresz, Alex Connell, Ellie Stanley, Jackie Jukes, Veronica Lange, Liz Gold, Bec Farquharson (online)

Apologies: Katrina Easton, Jane Stoodley, Isobel Stoodley; Nikki Spence, Carly Baker, Jacquie Garcia,

Meeting Opened: 6.36pm

1. **Previous Minutes:** The Secretary moved that the previous minutes on 3 August 2022 be accepted as a true and accurate record.
Seconded: Nicole
Carried
2. Nick recommended we review the Committee Task List for outstanding action items at the end of the meeting.
3. **Outstanding Business** (note that these action items have been moved to the Committee Task List (CTL) for management):
 - **Registrar to review all Duty Statements at end of season**
In progress for end of year [CTL Item 7]
 - **Fundraising and Sponsorship Policy review. (Item 2, 4 April 2022)**
ACTION: Registrar to provide presentation to Exec
STATUS: Waiting on final Exec member to review
ACTION: Dwight to review, to be done out of session [CTL Item 8]
 - **Uniform** – Nicole advised that she is still awaiting response from MCM about the inclusion of mandatory delivery costs added prior to ordering page in our online shop.
ACTION: Nicole to continue to follow up in off season [CTL Item 9]
 - **Communication** - to members on importance of fundraising and what funds are used for
ACTION: Donna to wordsmith and upload to Facebook and Nick to website
ACTION: Dwight and Nick will action for start of new season [CTL Item 10]
 - **Recruitment** of junior players:
UPDATE from Bec about approaching local schools. Bec has contacted schools but has had minimal response but will follow up with phone calls. Bec has engaged some potential new players through Twilight.
ACTION: Alex to explore vacation care activity or come and try netball session through WMOOSH for example. Bec available to assist. [CTL Item 31]

- **Signage:** cost of signage (2m x 1m) - Nicole to still investigate, no cost available as yet. MWBC advised they would be happy to have their sports club signage up permanently

- **Greater Bank Series**

Dwight provided update that GBS application has been submitted

ACTION: Secretary to approach NNA for expected timeline for outcome [CTL Item 32]

Subcommittee meeting again 15 Oct to decide upon timeline and plan forward. Currently working on potential player recruitment.

Attendees confirmed that uniform discussions were purely for GBS teams only.

4. **Out of session Business:**

- **NNA Club Forum** held 22 August. Attended by Nicole Cadogan, Jane Stoodley, Bec Farquharson and Janine Curtis. Main discussion around:

Proposed later start date of 29 April for 2023 season put forward by Souths. Clubs were contacted to vote on proposal or otherwise remain as is (25 March 2023)

Wet weather alternatives. Policy will remain in place however two Sunday will be put aside as designated wet weather days towards the end of 2023 season. Will only be used if corresponding game in first and second was not played.

NNA Canteen Manager/Supervisor position vacant. Options being explored about how this could be filled. Financials were requested for transparency.

Proposed amendments to penalties/fines for non-compliance of umpiring duty and infringements of Borrowed Players and/or membership rule

Ideas discussed about changes to allocation of umpires and increasing the talent pool. Suggestions welcome

Number of times a player can be borrowed (Borrowed Player Policy) will be reassessed for 2023.

- Follow up email:

Season commencement date of 28/29 April

Adverse weather policy has changed to now have designated wet weather days of 23 July and 20 August if needed when games are not played in both rounds

Donna advised last date in both July and August will be designated in policy for years forward.

Donna advised NNA are looking to change grades so that all grade games are played in one timeslot so grades are not split across timeslots.

5. **Treasurer's Report:** The Treasurer presented the report at Attachment 1 and moved that the report be accepted:

Seconded: Jackie

Carried

6. Registrar's Report. Presented at the AGM

7. Strategy Subcommittee Report. Presented at the AGM

8. Uniform Coordinator / Social Convenor Report.

Update re Presentations

Liz delegated tasks. Some costs increased eg meals, trophies and whistles and these budgeted items will need to be increased.

ACTION: Dwight and Liz to discuss presentation costs and gift policy as part of the budget [CTL Item 33]

Discussion on meals, desserts and drink vouchers provided.

Dwight moved a vote of thanks to Liz, Lauren and Carly for organising such fantastic events, and seconded by Nick.

9. Umpiring Convenor report - nil

10. Coaching Convenor Report - nil

11. Publicity Officer Report - nil

12. Fundraising Report: nil

13. Correspondence: See attachment 2.

14. Sponsorship status (President) nil. All accounts now done.

15. Grants.

ACTION: Dwight to figure out how the \$2000 was allocated this year including Nettyheads. Remains on agenda. [CTL Item 34]

PWCS – Advised by Nicole - Successful application for equipment

16. New business.

Liz – for storage equipment at Liz's home, question regarding home and contents insurance

ACTION: Liz to approach her insurer to see if premium increases and report to Exec [CTL Item 35]

Photos need to be arranged earlier in season. Possibility to move this event to Club.

ACTION: Katrina to arrange pre-season drinks/photo session [CTL Item 36]

Jackie advised schedule for Friday night raffles at the Bowling Club. Each team only has to go once in a season. First Friday of the month. Can also sell stubby holders

ACTION: Bec to speak to Carebears for January dates [CTL Item 37]

ACTION: Donna will add to Facebook [CTL Item 38]

ACTION Liz to purchase second items (determine reasonable cost) immediately from leaving players so that engagement ceases, rather than stretch out for months. Agreed unanimously. [CTL Item 38]

Action Report from Nick:

ACTION: Nick to work with Janine to address how we work through these (prioritise in shorter chunks). Secretary to add these Actions at end of minutes [CTL Item 1, 2]

ACTION: Exec to discuss recruitment incentive ideas [CTL Items 21,22, 28]

ACTION: Exec to discuss promotion of uniform options [CTL 24 – 27]

ACTION: Donna to consider communication ideas eg emails, newsletters and discuss with Nick for instruction on how to send bulk emails [CTL Item 29]

ACTION: Janine to draft letter to MWBC before 18 Oct re: logo, Nick to share with those members who raised concerns [CTL Item 13]

17. Next Meeting Date:

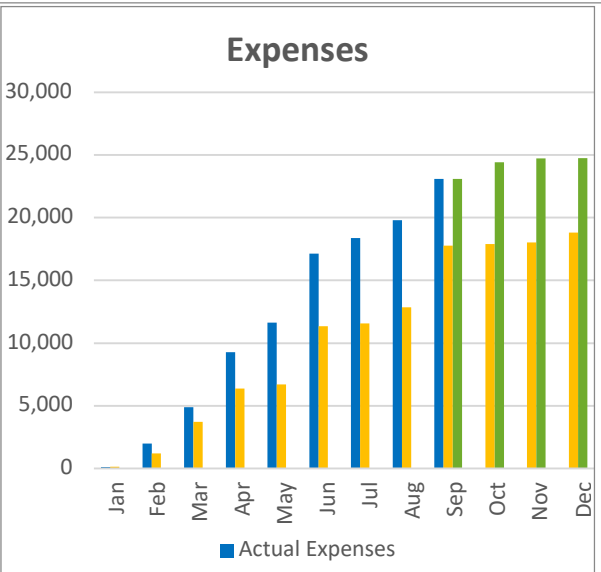
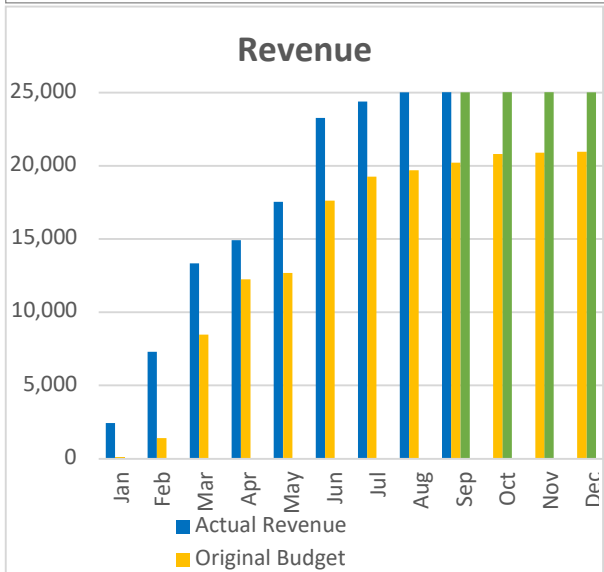
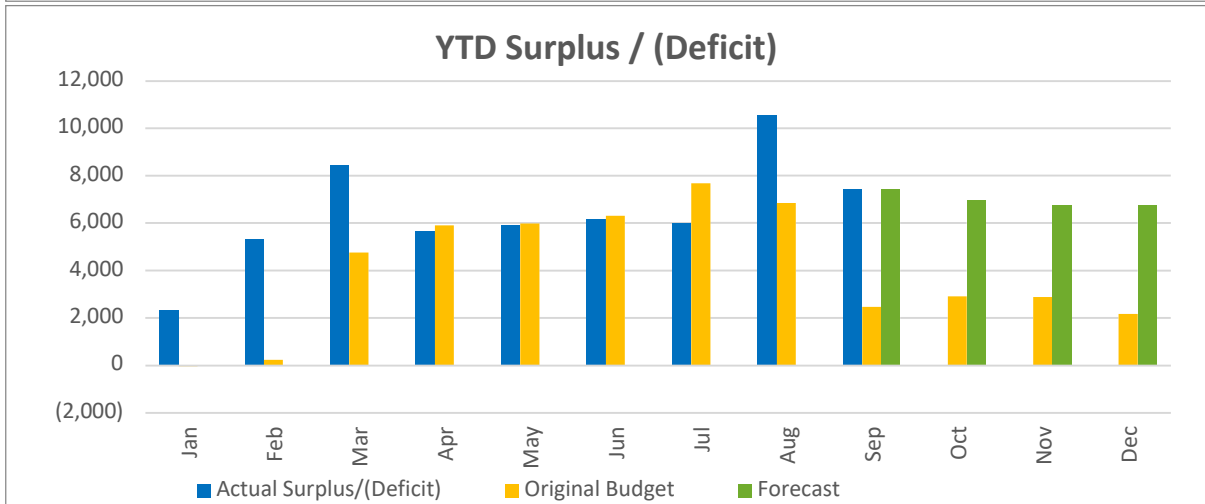
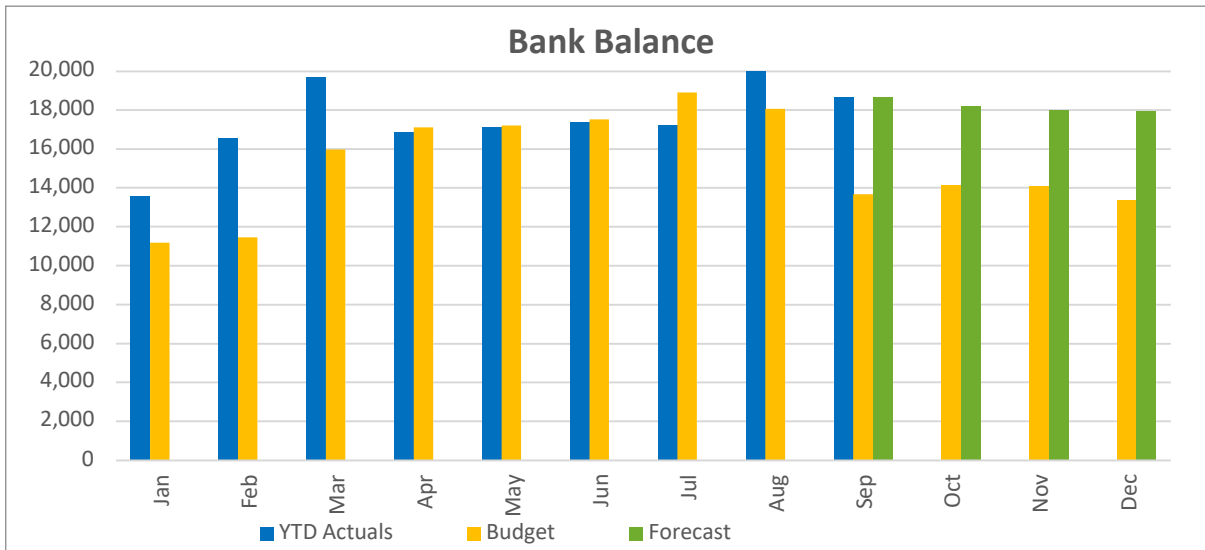
Wash up meeting (start, stop, continue) followed by committee meeting: Sat 12 Nov 4pm at Janine's house (Lambton)

Dates to note:

Meeting Closed: 8.09pm

Janine Curtis

Janine Curtis
Secretary



Notes

YEAR-TO-DATE VARIANCES

At 30 September 22 we had \$18,630 in the bank, which is \$4,949 above the original budget. The year-to-date operating result of a profit of \$7,409 is also \$4,949 above the original budget.

The main variances in the result are:

- We received the Bowling Club (\$3,000), NSW Office of Sport grant (\$2,000), NSW Grassroots Sport grant (\$1,000), MolyCop sponsorship (\$2,500) and the Port Waratah sponsorship (\$1,500). I had estimated we would get the Bowling Club and Port Waratah grants only, and hence, we well are ahead of the sponsorship budget.
- \$840 of sponsorship received for the Kittyhawks. This is offset by uniform purchases
- A total of \$6,909 of registration fees (includes and refunds - family - and withdrawals) have been received, which is \$984 ahead of where I budgeted, due to more registrations than I expected. Coming out of COVID, this has been difficult to predict.
- Uniform sales are now going through our bank account and we have recorded \$3,171 in sales and \$6,840 in purchases. The \$3,669 difference (loss) is shirts funded by grants including teams, new players and coaches shirts.
- Court hire fees of \$1,396 are ahead of budget by \$396 but the forecast was increased during the year.

Forecasting

I am forecasting we will have \$17,960 in the bank and an end of year surplus of \$6,739, which are both \$4,574 above the original budget.

The cause of this variance is the year-to-date variances above. Plus we have been notified of the Port Waratah Coal Services \$1,500 grant.

The likely entry into the GBS will require a significant financial commitment and having a the current bank balance will provide a buffer.

Other

- The Presentation functions costs \$4,570 against a budget of \$4,700. Liz thinks there may be some small bills remaining. In addition the drinks vouchers were budgted at \$800 but have not been paid.
- We have \$690 of photo money sitting in our bank account and I have forecast it will all be paid out.

September 2022 Finance Report



Waratah Netball Club Inc Financial Report YTD, ending 30 September 2022

Income	2022 Month Budget	September Month Actuals	Variation Fav / (Unfav)	2022 YTD Budget	2022 YTD Actuals	Variation Fav / (Unfav)	2022 Budget	Forecast	Variation Fav / (Unfav)
Registration	-	-	-	6,115	6,911	796	6,115	6,911	796
Sponsorship	-	-	-	4,500	10,850	6,350	4,500	12,350	7,850
Fundraising - Trivia	-	-	-	1,200	921	(279)	1,200	921	(279)
Fundraising - Other	-	100	100	500	681	181	1,000	880	(120)
Pie Drive Income	-	-	-	4,500	6,416	1,916	4,500	6,416	1,916
Uniform Sale	-	-	-	2,000	3,171	1,171	2,000	3,171	1,171
Other Income	83	30	(53)	750	720	(30)	1,000	30	(970)
Presentation Fees	450	-	(450)	650	820	170	650	820	170
Total Income	533	130	(403)	20,215	30,490	10,275	20,965	31,499	10,534
				30,490					
Expenditure:									
Coaches Courses	42	-	42	375	1,147	(772)	500	1,447	947
Equipment	300	-	300	300	-	300	500	-	(500)
Coaching Equip & Balls	-	1,200	(1,200)	750	1,423	(673)	750	1,723	973
Pie Drive Costs	-	-	-	4,000	5,556	(1,556)	4,000	5,555	1,555
Trivia Night	-	-	-	-	36	(36)	-	36	36
MyClubMate Fees	-	-	-	-	495	(495)	470	495	25
Preseason	-	-	-	1,500	1,015	485	1,500	1,015	(485)
Presentation	3,700	1,970	1,730	4,700	4,570	130	4,700	4,700	-
Presentation Vouchers	800	-	800	800	-	800	800	800	-
Court hire	-	-	-	1,000	1,396	(396)	1,000	1,396	396
Rego & Other Refunds	-	-	-	-	168	(168)	-	168	168
Social Memberships	-	-	-	280	-	280	280	-	(280)
Uniform Purchases	-	-	-	3,500	6,840	(3,340)	3,500	6,840	3,340
Fundraising Costs	-	-	-	-	319	(319)	-	319	319
Miscellaneous Costs	75	117	(42)	550	117	433	800	267	(533)
Total Expenditure	4,917	3,287	1,630	17,755	23,080	(5,325)	18,800	24,761	5,961
FY18-19 Inc/(Exp)	(4,383)	(3,157)	1,226	2,460	7,409	4,949	2,165	6,739	4,574

Bank Account	Petty Cash
Balance at 01 Jan 22	Balance at 01 Jul 21
11,221	292
Total Credits	Income:
30,490	
Total Debits	Outgoing:
23,080	
Current Balance	Closing Petty C
18,630	292

Net Worth	Outstanding Debtors
Bank Balance	Registration
18,630	-
Petty Cash	Uniforms
292	-
Less debtors	
-	-
Net Worth	
18,922	-
Increase/(Decrease)	
7,409	

check ok

check ok

DI Graham
Dwight Graham
Treasurer

Attachment 2: Correspondence

IN	OUT	RESPONSE	ACTION
	04/08 - Outcome of complaint investigation #1 provided to all involved parties		
	04/08 - Action taken re: complaint investigation #2		
	05/08 - Outcome of complaint investigation #2 provided to all involved parties		
06/08 - New player enquiry			ACTION: Manager of twilight team to contact Shayleigh if position available ACTION: Registrar to contact Shayleigh in January once 2023 registration opens
	10/08 - email to NNA President re: interest in Greater Bank Series		
15/08 - PlayHQ refresher training on 31/08 & 20/09		Registrar to attend if necessary	
16/08 - NNA sharing flyer about Netball Uniform Research Study conducted by Narelle Eather at Uni of Newcastle			ACTION: Interested members may participate
24/08 - WNC President invited to attend NNA Thank you Dinner		President RSVPed and attended	
25/08 - NNA asked for WNC's preferred 2023 season start date (either 25 March or 29 April)		President responded with earlier date as club preference	
	27/08 - Nick to President of Souths congratulating the outstanding sportsmanship shown by Div 8 South team in their finals game		
29/08 - Child safe Standards and Risk Management Webinar – to be held on 08/09		Dwight attended	ACTION: Available Exec members to attend
01/09 - Active Kids Grant applications open, closing 7 Sept, for equipment and/or uniform provision			
01/9 & 05/09 - Pontoon racing, uniform supplier offering their services			ACTION:

IN	OUT	RESPONSE	ACTION
11/09- Jane Stoodley – compilation of questionnaire feedback			ACTION: For exec discussion in task list
18/09 NNA - applications open for Greater Bank Series 2023		Application submitted 09/10	
	29/09 Expression of interest sent to all club members to ascertain interest in competing in Greater Bank Series 2023 should WNC be successful in application		
02/10 NNA – new start date for 2023 season will be Fri 28 & Sat 29 April			ACTION: Registrar to share in start of season registration emails
05/10 - NNA – summary of discussion points from Club Forum		Shared above	
	09/10 - application sent to NNA for Greater Bank Series 2023		

Attachment 3:

Committee Task List

	Recommendation / Task	Source	Lead	Due by	Action / Status
1	Review of these Action Items	SSC	Secretary	Ongoing	Standing agenda item at start of meeting
2	Regular review of goals and tasks	SSC	Secretary	Ongoing	Standing agenda item two or three times per year
3	Review GBS activity	Dwight	Dwight	Closed	Write a scoping paper to Exec. Raised at Committee Meeting. EOI submitted to NNA
4	Survey the teams re 2022 and 2023	Jane	Jane	Closed	Raise a survey for Presentation evening Outcomes recorded in OneDrive <i>2022 End of season questionnaire</i>
5	Responsible use of Facebook	Nick	Nick	Closed	Facebook site needs to be moderated Comms Officer is moderator
6	Need to regenerate our 3 x 3 promotion	Isobel	Isobel	Closed	Distribute at presentation
7	Nick to review all Duty Statements at end of season	CM 03 Aug 22	Nick	01 Jan 23	Ongoing
8	Nick to review Fundraising and Sponsorship Policy	CM 03 Aug 22	Nick	01 Jan 23	Presented to Exec out of session. Awaiting response from Dwight
9	Nicole advised waiting on response from MyClubMate about the inclusion of mandatory delivery costs	CM 03 Aug 22	Nicole	01 Jan 23	In progress
10	Treasurer to advise members on what fundraising is used for	CM 03 Aug 22	Treasurer / Registrar	Jan 2023	Draft in process with Nick and Dwight
11	Exec to work on new design options for GBS uniform	CM 03 Aug 22	Nicole	Jan 2023	In process. Subject to GBS nomination outcome.
12	Promote rego through Club signage	CM 03 Aug 22	Nicole	12 Oct 22	Raised at August Committee meeting. Nicole actioning.
13	Bowlo Logo – sexualisation of Mae West	CM 03 Aug 22	Secretary / Nick	12 Oct 22	Action from MM 12 Oct 22.

CM: Committee Meeting
 SCC: Strategic Sub Committee

EM: Executive Meeting
 AGM: Annual Meeting

	Recommendation / Task	Source	Lead	Due by	Action / Status
14	Develop plan to include lower ring heights for juniors	SSC	Jane	27 Mar 23	Put the case to the NNA AGM (27 Mar 23), with the pros and cons articulated in a motion.
15	Use of Social Media Platforms	SSC	CommsO / Secretary	12 Oct 22	More guidance required on group messaging protocols – this could be added to the current policy, ensuring it is in line with NSW Social Media Policy
16	Sportsmanship to be promoted	SSC	CommsO / Coaching Convenor	2023	Regular promotion on Social Media / Pre season Briefing
17	Comms Officer role needs support	SSC	Exec	12 Oct 22	Create new position of Assistant Comms Officer / Photographer Asst CommsO created and filled AGM 12 Oct 22
18	Coaching Convenor role is too broad	SSC	Exec	12 Oct 22	Create new position of Assistant Coaching Convenor. Position created & filled AGM 12 Oct 22
19	Coaches not aware of mentoring opportunities	SSC	Asst Coaching Convenor	NLT 28 Apr 23	Emphasise coaching mentoring at pre-season briefing
20	Gain more info on how new members found out about the Club	SSC	Registrar	01 Jan 23	Add question to Registration form – “How did you hear about the Club?”
21	Incentives to bring in new players / retain current players	SSC	Exec	Jan 23	Possible reduction in rego fees for introducing a member?
22	Incentives to bring in new players / retain current players	SSC	Exec	Jan 23	Backpack promotions – school bags that Juniors may be able to use - Each bag costs about \$30 - set up cost of logo is \$35
23	Incentives to bring in new players / retain current players	SSC	Exec	Jan 23	Free waterbottles for new members?
24	Promote our uniform options	SSC	Exec	Jan 23	Get stock of junior uniforms ready for sale of rego day
25	Promote our uniform options	SSC	Exec	Jan 23	Get stock of uniforms ready for sizing on at rego day
26	Promote our uniform options	SSC	Exec	Jan 23	Get stock of hoodies ready for sale by rego day
27	Promote our uniform options	SSC	Exec	Jan 23	Get stock of scarves ready for sale by rego day
28	Reinstate the Super Netball bus	SSC	Exec	2023	Reinstate the Super Netball bus

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	Recommendation / Task	Source	Lead	Due by	Action / Status
29	More regular email updates for upcoming events	SSC	(Asst) Comms Officer	31 Oct 22	Generate short sharp reminders for Club timings and messages for email distro as well as FB, Insta, Website
30	Update / refresh Club website	CM 29 Jun 22	CommsO / Nick	31 Jan 23	
31	Explore vacation care activity or come and try netball session through WEMOOSH for example. Bec available to assist.	CM 12 Oct 22	Alex / Bec		
32	Secretary to approach NNA for expected timeline for outcome of GBS submission	CM 12 Oct 22	Secretary		Email and response 13 Oct. Expect answer to GBS in next couple of weeks
33	Dwight and Liz to discuss presentation costs and gift policy as part of the budget	CM 12 Oct 22	Treasurer / Liz		
34	Dwight to consider how the \$2000 was allocated this year to include Nettyheads	CM 12 Oct 22	Treasurer		
35	Liz to approach her insurer to see if premium increases and report to Exec	CM 12 Oct 22	Equipment Officer		
36	Katrina to arrange pre-season drinks/photo session	CM 12 Oct 22	Social Convenor	05 Jan 23	
37	Bec to speak to Carebears for January dates to host Bowlo Friday night raffles	CM 12 Oct 22	30 Oct 22		
38	Donna will add promo of Friday night raffles to Facebook	CM 12 Oct 22	30 Oct 22		
39	Liz to purchase second hand uniform items (determine reasonable cost)	CM 12 Oct 22	Uniform Coord	26 Apr 23	

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